

**INDIANA BOARD OF VETERINARY MEDICAL EXAMINERS
NORTH AMERICAN VETERINARY LICENSING EXAMINATION (NAVLE)
INFORMATION AND INSTRUCTION SHEET
2004-2005**

THIS APPLICATION PACKET IS ONLY FOR APPLICANTS WHO ARE APPLYING TO TAKE THE NAVLE EXAMINATION.

IF YOU HAVE ALREADY TAKEN AND PASSED THE NAVLE EXAMINATION YOU MUST REQUEST A VETERINARY LICENSURE APPLICATION PACKET. PLEASE GO TO THE BOARD'S WEBSITE AT www.hpb.IN.gov TO DOWNLOAD THE APPLICATION AND INSTRUCTIONS FOR LICENSURE.

The NAVLE is a computerized examination, which will be given in one day at Prometric Test Centers across the United States. All applicants must be approved by the Indiana Board of Veterinary Medical Examiners. Therefore, it is very important that you read all of the information enclosed in your packet. The NAVLE Bulletin of Information for Candidates (Grey Booklet) should answer your questions regarding the computerized examination and the Board's Information and Instruction Sheet should answer your questions regarding the application process. Our office staff will be happy to answer any questions you may have after you have read the contents of your application packet.

BUREAU ADDRESS/TELEPHONE NUMBER/FAX/WEBSITE/EMAIL

Health Professions Bureau
402 West Washington Street
Room W066
Indianapolis, Indiana 46204
Staff Phone: (317) 234-2054
Staff FAX: (317) 233-4236
Website: www.hpb.IN.gov
Staff Email: hpb8@hpb.IN.gov

CONTENTS OF APPLICATION PACKET

This application packet contains the following information:

Indiana NAVLE Application (Blue Form)
NAVLE Bulletin of Information for Candidates (Grey Booklet)
AAVSB Score Reporting Form (Located in the back of the NAVLE Bulletin (Grey Booklet)
Information and Instruction Sheet (Yellow)
Veterinary Statute – Article 5
Veterinary Rules - Title 888
Health Profession Standards of Practice - IC 25-1-9 (Attached to the Veterinary Statutes)

INDIANA NAVLE APPLICATION DEADLINE

All candidates who wish to sit for the NAVLE Examination, must submit the Indiana NAVLE Application (Blue Form), fee and all requested documentation as listed within the instructions to the Health Professions Bureau on or before the deadline date. If your application is not complete you will not be eligible to sit for the NAVLE examination.

EMAIL ADDRESS

Please help us to expedite your application. If you have an email address, please include it on the application form. The Health Professions Bureau needs to contact and follow-up with applicants. Utilizing mail or the telephone to contact applicants often results in delays. Using email allows us to communicate instantly and in detail.

NATIONAL BOARD OF VETERINARY MEDICAL EXAMINERS (NBVME)

NAVLE BULLETIN OF INFORMATION FOR CANDIDATES (Grey Booklet)

The NAVLE Bulletin is also available on the NBVME website at www.nbvme.org in plain text format and Adobe Acrobat pdf format.

ELECTRONIC REGISTRATION AND PAYMENT

Applicants may access the NBVME website at www.nbvme.org for electronic registration and payment of the NAVLE examination fee. Please refer to their website for electronic registration and instructions.

DOWNLOAD THE NAVLE APPLICATION

NAVLE applications may be downloaded from the NBVME website at www.nbvme.org.

DEADLINE DATE FOR NBVME

NAVLE applications and fees must be received by the NBVME no later than ninety-two (92) days prior to the opening of the testing window.

National Board of Veterinary Medical Examiners

P.O. Box 1356

Bismarck, ND 58502

Telephone: (701) 224-0332

FAX: (701) 224-0435

Email: mail@nbvme.org

Website: www.nbvme.org

CERTIFICATION OF EXPECTED GRADUATION FORM

All applicants who have not completed veterinary school prior to applying for the NAVLE examination must submit the "Certification of Expected Graduation" form or an original letter from the dean with the school seal as proof of enrollment in a veterinary school in order to sit for the examination. Please note that upon successful completion of the NAVLE examination and jurisprudence examination the applicant must submit proof of graduation prior to the issuance of a veterinary license.

ECFVG - FOREIGN VETERINARY GRADUATES

An applicant who is not a graduate from an accredited school of veterinary medicine must submit proof that he or she is enrolled in the Educational Commission for Foreign Veterinary Graduates (ECFVG) program of the American Veterinary Medical Association **and has completed the English Proficiency examination, which is Step 2 of the ECFVG, prior to the Boards approval to sit for the NAVLE Examination.**

The applicant is not eligible for licensure until he or she submits satisfactory proof that he or she holds an ECFVG certificate issued by the American Veterinary Medical Association. Please contact the ECFVG on how to obtain certification.

American Veterinary Medical Association

ATTN: ECFVG

1931 N. Meacham Road, Suite 100

Schaumburg, Illinois 60173-4360

Telephone: (847) 925-8070

Toll Free: (800) 248 2862

FAX: (847) 925-9329

Website: www.avma.org

Email: Mbarbosa@AVMA.org

MANDATORY DISCLOSURE OF U.S. SOCIAL SECURITY NUMBER

Pursuant to Section 7 of the Privacy Act of 1974, you are hereby given notice that disclosure of your U.S. Social Security number on your application is mandatory for the purpose of complying with IC 25-1-5-8 and

IC 4-1-8-1 which provide that the Indiana Department of Revenue may obtain Social Security numbers from the Health Professions Bureau for tax enforcement purposes. In addition, disclosing such number is mandatory in order for the licensing board or committee to comply with the requirements of the federal National Practitioner Data Bank and the Healthcare Integrity and Protection Data Bank 42 U.S.C. §1320(a)-7e(b), 5 USC §552a, 45 CFR Part 60.1, and 45 CFR Part 61.

Failure to disclose your U.S. social security number will result in the denial of your application. Application fees are not refundable

JURISPRUDENCE EXAMINATION

All NAVLE applicants who intend to become licensed in the state of Indiana must take and pass a written jurisprudence examination. Upon notification of your successful completion of the NAVLE examination and approval by the Board you will be given the next available dates, times and location to appear for the jurisprudence examination. The Jurisprudence Examination is given every other week at the Indiana Government Center South/Health Professions Bureau in Indianapolis, Indiana. The jurisprudence examination will cover the Veterinary Statute and Rules and the Health Professions Standards of Practice, which are contained in this packet.

TESTING ACCOMMODATION REQUEST

If you have a disability, which may require an accommodation in taking the examination, please request a **Testing Accommodation Request Form** from this office by calling (317) 234-2054. A request for a special accommodation must be approved by the Board. This is required in addition to your request on the NBVME application for a testing accommodation. Accommodations must be requested prior to the application deadline.

THE FAIR INFORMATION PRACTICE ACT

In compliance with IC 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record. Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law, in which case you will be notified.

Your Social Security Number is being requested by this state agency in accordance with IC 4-1-8-1. Disclosure is mandatory, and this record cannot be processed without it.

CONTROLLED SUBSTANCE REGISTRATION (CSR)

Enclosed is an application for your CSR. Please read the instructions attached to the CSR application on how to complete the form and the fee required.

Applicants must have an active Indiana veterinary license before they can obtain an Indiana CSR. Veterinarians must hold one CSR in order to prescribe controlled substances in the State of Indiana. An additional, separate registration is required for each practice address at which a veterinarian practitioner physically possesses controlled substances to administer or dispense. A separate registration is NOT required for each place where a veterinarian merely prescribes controlled substances. One valid CSR is sufficient for a veterinarian to prescribe controlled substances throughout the State.

Applicants must use an Indiana practice address when applying for a CSR. The CSR can only be mailed to the address submitted on the application. A CSR will only be issued to a street address; post office boxes will not be acceptable unless accompanied by a street address. An application with an incomplete or out of state address will be returned. Veterinarians must notify the Health Professions Bureau in writing of any change of address.

Applicants may apply for a CSR at the same time they apply for their veterinary license. However a CSR will not be issued until the applicant has met all criteria as listed within the CSR Instructions.

DRUG ENFORCEMENT ADMINISTRATION (DEA)
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DEA applications maybe obtained by contacting the following address or telephone number:

DRUG ENFORCEMENT ADMINISTRATION
575 North Pennsylvania Street #290
Indianapolis, Indiana 46204
(317) 226-7997

ABANDON APPLICATIONS

Upon successful completion of the NAVLE examination, if an applicant does submit all requirements within one (1) year after the date on which the application is filed, the application for licensure is abandoned without any action of the Board. An application submitted subsequent to an abandoned application shall be treated as a new application.

NAVLE EXAMINATION INSTRUCTION SHEET

TESTING WINDOW AND DEADLINE DATE	
TESTING WINDOW	DEADLINE DATE
November 15 to December 11, 2004	August 20, 2004
April 11 to April 23, 2005	January 14, 2005

Candidates must submit the Indiana NAVLE application (blue form), fee and all of the documents listed below to the Health Professions Bureau on or before the deadline date for approval to sit for the NAVLE examination. If your application is not complete on or before the deadline date you will not be eligible to sit the NAVLE examination.

INDIANA NAVLE APPLICATION

Mail completed Indiana NAVLE application (Blue Form) along with all required documents listed below to the Health Professions Bureau at the following address:

Health Professions Bureau
Attn: Indiana Board of Veterinary Medical Examiners
402 West Washington Street, Room W066
Indianapolis, Indiana 46204

INDIANA NAVLE APPLICATION FEE

Applicants must submit a **one hundred and fifty dollar (\$150.00)** application fee, made payable to the Health Professions Bureau. This fee must be included with your application. Checks or money orders are acceptable. **ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

NAVLE APPLICATION

Mail the completed NAVLE application, located at the back of the NAVLE Bulletin of Information for Candidates (Grey Booklet), to the National Board of Veterinary Medical Examiners with the \$425.00 application fee. Applicants may also access the NBVME Website at www.nbvme.org to apply for the NAVLE examination on-line or to download the application. Please refer to the NBVME website for further information on electronic registration and how to download the application.

NAVLE EXAMINATION FEE

A fee of \$425.00 must accompany the NAVLE Application located at the back of the NAVLE Bulletin of Information for Candidates (Grey Booklet). Applicants may also access the NBVME Website at www.nbvme.org to apply for the NAVLE examination on-line or to download the application. Please refer to the NBVME website for further information on electronic registration and how to download the application. *All NAVLE applications and fees submitted to the Health Professions Bureau that are to be submitted to the NBVME will be returned to the candidate.*

National Board Of Veterinary Licensing Examination (NBVME)
P.O. Box 1356
Bismarck, ND 58502
Telephone: (701) 224-0332
FAX: (701) 224-0435
Email: mail@nbvme.org
Website: www.nbvme.org

AFFIDAVIT

If you answer "yes" to any of the six (6) questions on the application, the applicant must explain fully in a signed and notarized affidavit, meaning an explanation or statement of facts and or events, including all related details. Describe the event including location, date and disposition. If you have a malpractice action, provide name(s) of plaintiff(s). Letters from attorneys or insurance

companies are not accepted in lieu of your statement, however they may accompany your affidavit.

PHOTOGRAPHS

Applicants must submit two (2) acceptable photographs, taken not earlier than one (1) year prior to the date of application. The photograph should be approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, of professional quality. No "Polaroid" type photographs, laminated photographs, laminated identification cards or group photographs will be accepted.

CERTIFICATION OF EXPECTED GRADUATION FORM

Applicants who have not graduated from veterinary school must submit the "Certification of Expected Graduation" form or an original letter completed by the Dean, Secretary, or Registrar and it must include the school seal. Each candidate must be enrolled in the last term of the last year of the veterinary medical curriculum of an accredited school of veterinary medicine.

Note: If an applicant submits a certification of expected graduation form, upon successful completion of the examination, the applicant must submit proof of graduation as listed below to the Board prior to the issuance of their veterinary license.

PROOF OF GRADUATION

Applicants must submit one of the following documents as proof of graduation from an accredited college of veterinary medicine:

- An official transcript with degree conferred
- An original letter from the dean, certified by the school or college, recording the degree earned in a school or college of veterinary medicine
- Notarized copy of your diploma.

PROOF OF GRADUATION/FOREIGN TRAINED VETERINARY GRADUATES

Foreign trained applicants must submit a notarized copy of their transcript from a school or college of veterinary medicine, which shows proof of graduation. If your transcript is not in english, please provide a notarized translation from an official translation service.

OFFICIAL SCORE REPORT

All applicants who have previously sat for the National Board Examination (NBE), Clinical Competency Test (CCT) or the North American Veterinary Licensing Examination (NAVLE) must submit an official score report from the American Association of Veterinary State Boards (AAVSB) with his/her application. A "Score Reporting Service" form is located at the back of the NAVLE Bulletin of Information for Candidates (Coral Booklet). This will explain how to obtain your scores and fee information. If the form is not enclosed, please contact the AAVSB or go to their website to download the form.

American Association of Veterinary State Boards
Veterinary Information Verifying Agency
4106 Central
Kansas City, MO 64111
Telephone: (816) 931-1504
Toll Free: (877) 698-8482
FAX: (816) 931-1604
E-mail: info@aavsb.org
Website: www.aavsb.org

ECFVG LETTER/FOREIGN TRAINED VETERINARY GRADUATES

An applicant who is not a graduate from an accredited school of veterinary medicine must submit proof that he or she is enrolled in the Educational Commission for Foreign Veterinary Graduates (ECFVG) program of the American Veterinary Medical Association **and has completed the**

English Proficiency examination, which is Step 2 of the ECFVG, prior to the Boards approval to sit for the NAVLE Examination.

This must be an original letter from ECFVG addressed to the Health Professions Bureau or the Indiana Board of Veterinary Medical Examiners. Applicants who have applied to take prior examinations must submit a new letter for each NAVLE examination. The ECFVG letter for past NAVLE examinations will not be acceptable for the current NAVLE examination. **This letter must be received by the deadline date or you will not be eligible for the examination.**

Applicants are not eligible for licensure until he or she submits satisfactory proof he or she holds an ECFVG certificate issued by the American Veterinary Medical Association. Contact the ECFVG on how to obtain certification.

American Veterinary Medical Association
ATTN: ECFVG
1931 N. Meacham Road, Suite 100
Schaumburg, Illinois 60173-4360
Telephone: (847) 925-8070
Toll Free: (800) 248-2862
FAX: (847) 925-9329
Website: www.avma.org
Email: Mbarbosa@AVMA.org

VERIFICATION OF LICENSURE

A statement from the appropriate agency in each state where the applicant is or has been licensed, verifying the date the applicant's license was originally issued and certifying whether or not disciplinary proceedings have ever been initiated or are presently pending against the applicant. The verification of licensure form is attached to your application. Please make copies of the form enclosed if you are licensed in more than one state.

NAME CHANGE

An official affidavit indicating any legal name change, a notarized copy of a marriage certificate or divorce decree is acceptable if your name differs from that on any of your documents.